



# Web Enabled Safety System



**WESS**

**Module 9**

## **Submitting** **Reports**



# What is Report Submission?

The term “Submitting” is used generically in this discussion

**Submitting** - A draft report is submitted for several purposes and by two primary methods. The terminology used in WESS is as follows:

**Routing** - Forwards a draft report through a chain of command for review or revision, if needed, prior to release.

**Releasing** - Forwards the approved final report to the Naval Safety Center for entry into the WESS database.

Once a draft report is submitted by any method, the report record will no longer display in the Main User Environment screen. Refer to the report Printing guide.

**Endorsing** - In the case of Class A & certain Class B mishaps, routing through an Endorsement Chain is Required by OPNAVINST 5102.1D, to track endorsements, recommendations & corrective actions through to completion and close-out. (Deploys Sep 2004)

**Community of Interest** - Release of Mishap Lessons Learned and Near Miss Events within a Community of Interest is intended to increase hazard awareness and reduce potential mishaps in similar environments.



# "Submitting" a Report?

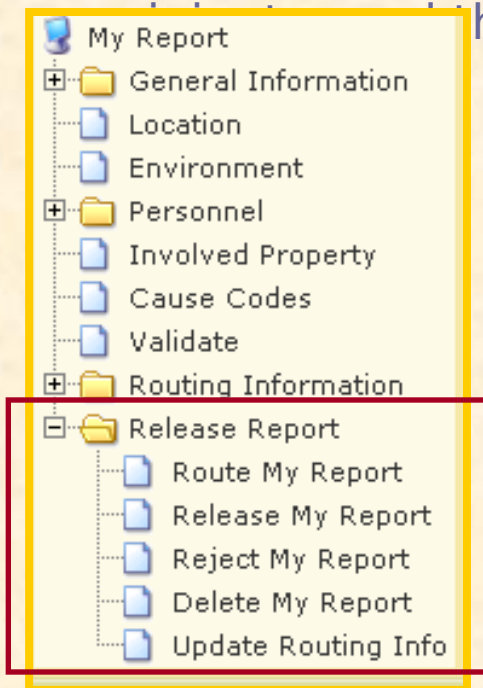
**Releasing A Report:** In the Report Directory tree at lower left, there is a folder entitled "**Release Report**". This function allows a Customer to submit a report to a distribution chain previously established under **Routing Information**. Depending on the circumstances of the report, there are

(2) primary mechanisms for report submission:

**Route My Report:** Used to forward a report through the appropriate approval authority for review or revision prior to release of the report. Any person in the chain may modify the chain and edit or release the report.

**Release My Report:** Forwards a report through a designated chain of command for approval or to receive upper echelon endorsement. On final **Release**, the report is

sent to NAVSAFECEN for processing. Also releases to an **Endorsing chain** for Class A/B mishaps. Reports may be released to a **Community of Interest**. The concept is based on & uses the AIG and CAD distribution lists in the Defense Messaging System (DMS). COI Members are notified that a mishap report is available for review.





# What is a Releasing Chain?



**Routing a Report:** A WESS function allowing a Customer to send a Draft Mishap or Hazard report to another customer(s) **prior to its Release**. This is usually done, within the Reporting Activity, for the purposes of notification, soliciting approval or additional data entry or revision by others



□ By clicking on **“Releasing Chain”** in the report Directory Tree, a drafter may enter as many users by name & email as needed for review or editing purposes. WESS is flexible & places no restrictions on the releasing chain.



Each recipient of a Routed Report will receive an **Email Notification**, in their Outlook Inbox, that a report is awaiting review.



□ The report record will display under **“Release Action Needed”** in the Main WESS User Environment screen.



# Report Release Options

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

**WESS**  
Naval Safety Center

**Mishap Data Entry**

**Activities**

- [BASH](#)
- [Save as template](#)
- [Share report](#)
- [Return home](#)
- [Generate PDF](#)
- [Feedback Form](#)
- [Logout](#)

**My Report**

- General Information
- Location
- Environment
- Personnel
- Property Damage
- Cause Codes
- Validate
- Routing Information
- Release Report**

**Mishap Involved (Check)**

- ☐ Aircraft
- ☐ Cargo Air Drop
- ☐ Diving
- ☐ During Formal Training
- ☐ HRST Techniques
- ☐ Motor Vehicle (Private)
- ☐ Motor Vehicle/Tactical
- ☐ Ordnance/Weapon
- ☐ Parachuting
- ☐ Property Damage
- ☐ Property Damage
- ☐ Recreational or Off Duty
- ☐ Ship/Sub Craft
- ☒ Shore/Ground

**My Report**

- General Information
- Location
- Environment
- Personnel
- Involved Property
- Cause Codes
- Validate
- Routing Information
- Release Report
  - Route My Report
  - Release My Report
  - Reject My Report
  - Delete My Report
  - Update Routing Info

When a Report is open in the active window, Clicking **"Release Report"** opens the tree one level.

In addition to routing or releasing, a customer may reject or delete the report or modify the report routing, as needed.

# Modifying a Releasing Chain

Selecting “**Routing Information**” opens a Routing Maintenance Window.

## Routing Information Maintenance Window

Please select the Routing Information option as required. **Releasing Chain of Command** maintains the Command Review Chain prior to entry into the WESS System. The Releasing Chain of Command can be created or modified. Select the following link to access the Releasing Chain of Command process.

[Releasing Chain of Command](#)

**Communities of Interest** are Commands that are interested parties to the information contained in the report. Select the following link to access the Communities of Interest process.

[Communities of Interest](#)

Select the *Next* Button to continue.

Next

Clicking “**Releasing Chain of Command**” displays a Summary of the User(s) currently designated as review and releasing authority.

Click “**Modify Releasing Chain**” to make Changes or Additions.

## Report Releasing Chain of Command Summary

Releasing Chain Created: 06/02/2004

Releasing Chain Completed: In Process

Releasing Chain Created By: sc90pyw


Releasing Chain: Charles Almond

[Modify Releasing Chain](#)

Save



# Validating a Draft Report



## Mishap Data Entry

[Help](#)

**Activities**

- [BASH](#)
- [Save as template](#)
- [Share report](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [Logout](#)

**Data Retrieval (JReport)**

- [Pre-formatted Reports](#)
- [Custom Reports](#)
- My Report
  - General Information
  - Location
  - Environment
  - Personnel
    - IZZY HURT
  - Involved Property
  - Validate**
  - Routing Information
  - Release Report

Mishap Involved (Check all that apply to this event. These selections will determine which sets of questions are presented.) \*

- ☐ Aircraft
- ☐ Cargo Air Drop
- ☐ Diving
- ☐ During Formal Training
- ☐ HRST Techniques
- ☐ Motor Vehicle (Private)
- ☐ Motor Vehicle/Tactical Vehicle > \$5K Damage
- ☐ Ordnance/Weapons
- ☐ Parachuting
- ☐ Property Damage (Non-US Govt. Owned) > \$20K Caused by
- ☐ Property Damage (US Govt. Owned) > \$20K
- ☐ Recreational or Off-Duty
- ☐ Ship/Sub Craft
- ☒ Shore/Ground
- ☐ None of the above

Report will be saved each time the user advances to the next screen.

[Next](#)

At any time during entry of the draft report, the customer may **Validate** the data submitted.

Click “**Validate**” in the report directory tree at left and WESS will review the draft to ensure that data submitted meets all of the required entry criteria.



# Sample Validation Result

**WESS**  
Naval Safety Center

**Activities**  
[Maintain Account](#)

My Report  
+ General Information  
Location  
Environment  
- Personnel  
+ IZZY HURT  
Involved Property  
Cause Codes  
[Validate](#)  
+ Routing Information  
+ Release Report

## WESS Report Validation Errors

[Help](#)

### General Information

### Personnel

General Information - IZZY HURT

[Duty Start Date is Required for Light, Limited, Restricted Duty Status.](#)

[Duty Start Time is Required for Light, Limited, Restricted Duty Status.](#)

### Property

### EMR

### Aircraft

In this example, the injured employee was placed on light duty. The validation report indicates that the start date & time of the light duty period must be entered.

[Exit Validation](#)

Click "Exit Validation" to exit without making corrections or Click on the **Error Links** above to go directly to the screen containing the data elements.





# Correcting Validation Errors

## Light, Limited or Restricted Duty

Help

Duty Start Date is Required for Light, Limited, Restricted Duty Status.  
Duty Start Time is Required for Light, Limited, Restricted Duty Status.

Light, limited or restricted duty start date 25 May 2004 Select

Light, limited or restricted duty start time (e.g., 1530) 0800

Light, limited or restricted duty end date 29 May 2004 Select

Light, limited or restricted duty end time (e.g., 1530) 1630

Back Next

Clicking the Error Link on the validation report, directly opens the screen above, containing the data element(s) requiring completion or correction.

In this example, to enter the start date, click on “**Select**” to open the WESS Calendar function.

Enter the dates and times as shown and Click “**Next**” to return to the Validation



# Validating a Report Prior to Release

**WEISS**  
Naval Safety Center

**Activities**

- [BASH](#)
- [Save as template](#)
- [Share report](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [Logout](#)

**Data Retrieval (JReport)**

- [Pre-formatted Reports](#)
- [Custom Reports](#)

**My Report**

- General Information
  - Location
  - Environment
- Personnel
  - Involved Property
  - Cause Codes
  - Validate
- Routing Information
- Release Report
  - [Release My Report](#)
  - Reject My Report
  - Delete My Report
  - Update Routing Info

## Releasing Chain of Command - Validate Report

[Help](#)

**Validation** - Prior to Releasing the Report, the data must pass the Required Data Elements Validation. Press the Validate Button to commence validation.

[Back](#) [Validate](#)

In any case, before a draft report can be released, WEISS will ask the customer to **Validate** the data submitted.


Clicking on “Release My Report” in the report directory tree at left displays the Releasing Chain of Command – Validate Report screen shown here.

Click the “**Validate**” box above to check for data omissions or corrections needed.



# Sample Validation Errors

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

 **WESS**  
Naval Safety Center

**Activities**  
[Maintain Account](#)

**My Report**  
+ General Information  
+ Location  
+ Environment  
+ Personnel  
+ Involved Property  
+ Cause Codes  
+ **Validate**  
+ Routing Information  
+ Release Report

**WESS Report Validation Errors** [Help](#)

**The General Information Section must pass validation prior to continuing.**

**General Information**

Mishap Type	Mishap Type is Required, Please complete the multipage Mishap Type Entry.
Reporting UIC	<a href="#">Reporting UIC is Required.</a>
JAG Information	<a href="#">Classified Supplement... is Required.</a> <a href="#">Jag Status is Required.</a>
General Information	<a href="#">Enter a narrative explaining the event... is Required.</a>
Point of Contact	<a href="#">Point of Contact First Name is Required.</a> <a href="#">Point of Contact Last Name is Required.</a> <a href="#">Point of Contact Email is Required.</a> <a href="#">Point of Contact Primary Phone is Required.</a>
Point of Contact UIC	<a href="#">UIC/MCC/RUC of Point of Contact is Required.</a>
Engineering Investigation Status	<a href="#">Engineering Investigation status is Required.</a>
Location	<a href="#">On or Off Govt. Base or Vessel Location is Required.</a>

The Validation report at left shows typical error messages that might display.

Again, the data error or omission may be corrected by Clicking each **Error Link**



# Successful Validation

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

**WESS** Report Validation Passed **No Errors**

[Help](#)

**Activities**

- [Maintain Account](#)
- My Report**
  - [General Information](#)
  - [Location](#)
  - [Personnel](#)
  - [Involved Property](#)
  - [Cause Codes](#)
  - [Validate](#)
  - [Routing Information](#)
  - [Release Report](#)

**General Information**

**Personnel**

**Property**

**EMR**

**Aircraft**

\* Required field must be entered before moving to next screen

[Exit Validation](#)

Most customers will see the “**Validation Passed**” screen shown above.

WESS has reviewed the required data elements and determined that the report is complete and properly formatted. However, it is reassuring to note that only review of the report by the customer can ensure that the data is **Accurate**! Users should review a PDF formatted report before release.





# Completed Report Options

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

**WESS Report Data Entry Complete - Thank You** [Help](#)

Thank you for entering this report. Please choose from the links below for your next action. If you wish to retain a copy of your report before it is submitted, print a copy using the GENERATE PDF function. The report will only be available through the report system after submission.

Follow the steps below in sequence or jump to any link within the "Go Anywhere From Here" Section.

STEP 1: [Click here to validate your report](#)

STEP 2: (OPTIONAL) [Build or Edit Chain Of Command](#)

STEP 3: (OPTIONAL) [Build or Edit Community Of Interest](#)

STEP 4: Release Or Route Your Report

[Route To Chain Of Command](#)

-- OR --

[Release Report to Safety Center](#)

[Reject your report](#)

[Delete your report](#)

[Generate PDF](#)

[Save as template](#)

[Injury Log](#)

[Feedback Form](#)

[User Guide](#)

[Return Home](#)

**\* Required field must be entered before moving to next screen**

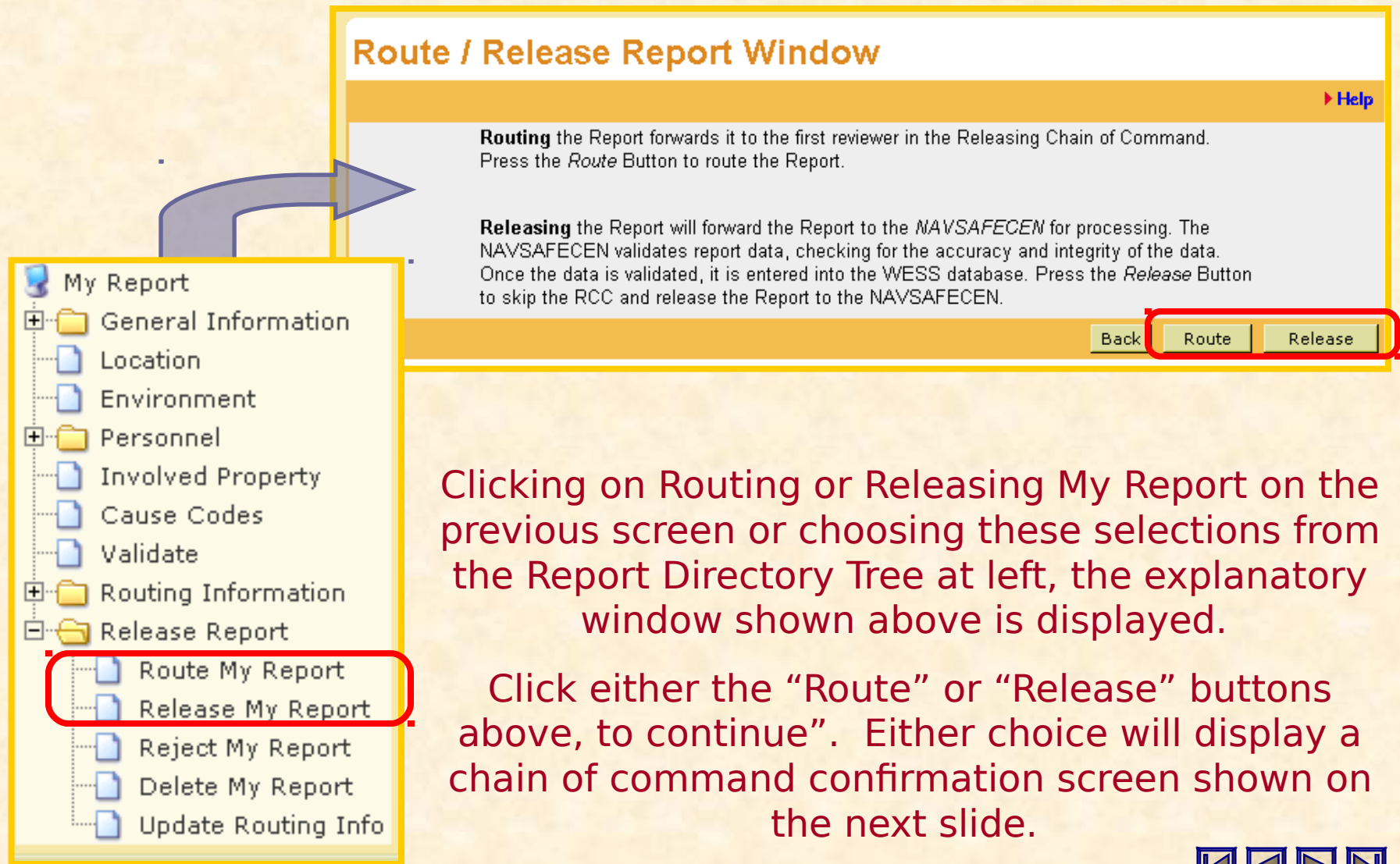
After Successful Validation, the **Entry Complete** screen will display a variety of follow-up options.

Users may build or edit routing chains, COIs, or Route or Release the finished report.

It is advisable that Customers review a PDF formatted report before release. This will ensure accuracy and provide a means to print and/or save an electronic copy of the report prior to release. Click "Generate PDF".



# Routing or Releasing Reports



**Route / Release Report Window**

**Routing** the Report forwards it to the first reviewer in the Releasing Chain of Command. Press the *Route* Button to route the Report.

**Releasing** the Report will forward the Report to the *NAVSAFECEN* for processing. The *NAVSAFECEN* validates report data, checking for the accuracy and integrity of the data. Once the data is validated, it is entered into the *WESS* database. Press the *Release* Button to skip the *RCC* and release the Report to the *NAVSAFECEN*.

Back Route Release

**My Report**

- General Information
- Location
- Environment
- Personnel
- Involved Property
- Cause Codes
- Validate
- Routing Information
- Release Report
  - Route My Report
  - Release My Report
  - Reject My Report
  - Delete My Report
  - Update Routing Info

Clicking on Routing or Releasing My Report on the previous screen or choosing these selections from the Report Directory Tree at left, the explanatory window shown above is displayed.

Click either the “Route” or “Release” buttons above, to continue”. Either choice will display a chain of command confirmation screen shown on the next slide.

# Submitting the Report

**WESS**  
Naval Safety Center

**Activities**

- [BASH](#)
- [Save as template](#)
- [Share report](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [Logout](#)

**Data Retrieval (JReport)**

- [Pre-formatted Reports](#)
- [Custom Reports](#)

**My Report**

- General Information
  - Location
  - Environment
- Personnel
  - Involved Property
  - Cause Codes
  - Validate
- Routing Information
  - Release Report
    - [Route My Report](#)
    - [Release My Report](#)
    - [Reject My Report](#)

## Releasing Chain of Command - ROUTE

[Help](#)

Current Reviewer: Pamela Webster  
Assigned: 06/29/2004  
Next Reviewer: Pamela Webster  
Email Address: pamela.webster@navy.mil  
Notification Message:

[Back](#) [Route](#)

## Report Routed - Acknowledge

[Help](#)

**Thank You** - This page acknowledges that this report has been routed  
Select the Next Button to return to the WESS.


[Next](#)

WESS displays a routing confirmation screen showing a list of reviewers, the routing sequence and allows for entry of a notification message, for comments. If necessary, Click "Route" button.

The Sender will immediately receive an Acknowledgement that the Report was Routed successfully. Click "Next" to return to the WESS User Environment.



# What the Sender Sees...



**WESS**  
Naval Safety Center

**Activities**

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Notifications](#)
- [BASH](#)
- [Feedback Form](#)
- [Return home](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

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**Not for Aviation 3750 Mishap Reports**  
This function will be released January 2006

**Your Existing Reports -**

[Help](#)

**Drafts**

[Delete](#)

Serl#	Date	Description
<input type="checkbox"/> <a href="#">04-001</a>	1 June 2004	Bad Outcome

**Endorsement Needed**

Serl#	Date	Description
-------	------	-------------

**Approval Needed**

Serl#	Date	Description
-------	------	-------------

**Release Pending**

Serl#	Date	Description
1086100869622	22 May 2004	SNM INJURED BACK

**Release Action Needed**

Serl#	Date	Description
-------	------	-------------

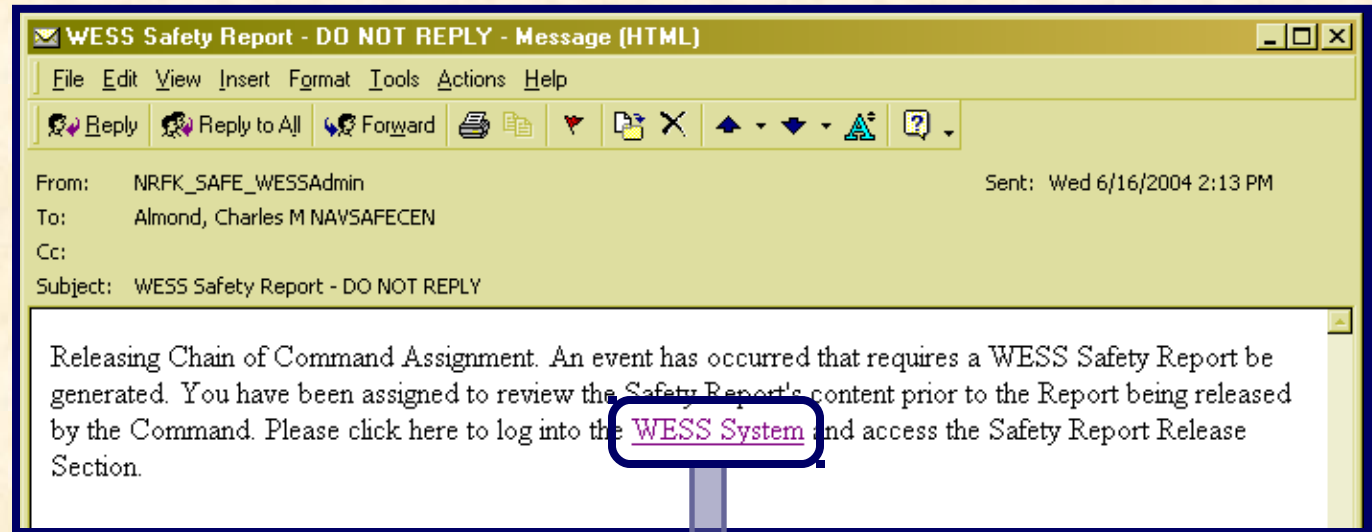
On the WESS User Environment screen, the **Routed Report** will be displayed under the heading **Release Pending**, or other appropriate location, and will no longer appear under **Drafts**.






# What Does a Reviewer Receive?

When a report is routed for review, WESS sends a **Notification** to the recipient, by **Outlook Email**, similar to the one shown at right.



**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

 **WESS**  
Naval Safety Center

**Activities**



User Name

Password

[Request New Account](#)  
[Reset/Forgot Password](#)

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**WESS Beta Test Version #: 1.2.0**

 **Web Enabled Safety System** **WESS** 

**US DEPARTMENT OF DEFENSE WARNING STATEMENT**


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Clicking on the WESS hyperlink above, opens the WESS Login Screen directly.

Enter User Name and Password & Click **"Login"**



# What A Reviewer Sees...



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### Your Existing Reports - "User's Name"

#### Drafts

Delete	Serl#	Date	Description
<input type="checkbox"/>	<a href="#">1086784509039</a>	1 June 2004	Bad Outcome

#### Approval Needed

Serl#	Date	Description
-------	------	-------------

#### Release Pending

Serl#	Date	Description
-------	------	-------------

#### Release Action Needed

Serl#	Date	Description
<a href="#">1086100869622</a>	22 May 2004	SNM INJURED BACK

#### Endorsement Needed

Serl#	Date	Description
-------	------	-------------

[Help](#)

[Activities](#)

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Notifications](#)
- [BASH](#)
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- [Return home](#)
- [Logout](#)

[Data Retrieval \(JReport\)](#)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

When the Customer next logs in to WESS, the **Routed Report** will be displayed under the heading **Release Action Needed**, or other appropriate location.

Click the hyperlinked **Serial Number** to open the Report for Review.



# Submitting Reports

## Important Notes About Report Submission

- Each Reporting Command has the authority and responsibility to determine the appropriate routing, review and releasing chain, consistent with its organizational structure and with higher authority. It's the reporting activity that dictates what, if any, review and releasing chain is required.
- When a draft report is released to the Naval Safety Center, the report record is no longer available for review or listed on the main WESS User Environment screen. It is essential that the User **Generate a PDF** file for both the full report and for the Injury and Illness Log. These PDF files can be saved electronically & in hard copy, for record purposes. (See Module 10)
- Sharing of Mishap Lessons Learned and Near Miss Events within a **Community of Interest** is highly recommended as a tool to increase hazard awareness and reduce mishaps in similar environments. (See Module 11)
- After Release, Reports may be retrieved by Event Serial number using the **JREPORTS**® tool in WESS. (See Module 11)



# “Printing” Reports and Logs

To learn how to Generate PDF formatted electronic or printed reports and injury/illness logs,

[Continue to Module 10](#)



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